King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake & Release**	
5.05.001, **Resident Property Room and Storage**	Approved By:	Director Allen Nance
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Purpose
To establish procedures for the tracking and accountability of resident property.

Policy
It is the policy of the department to receive limited personal property for residents booked into a department facility, to make an itemized inventory of that property, and to hold the property in secure storage until the resident's release or until the authorized release of the property occurs.

References

King County form:	King County Claim for Damages Form	
Department policies:	1.02.004, Resident Funds	
	4.04.001, Court Remand	
	5.01.001, Intake Procedures	
	5.02.004, Booking Procedures	
	5.04.001, DOC Transfers	
Department forms:	Resident Trust Fund Property Card	
	Officer's Report	
	Disposition of Property in Storage	(F-770)
	Money-Property Release	(F-515)
Other:	Superform	

Definitions:
Universal Control Number (UCN): Sequential number assigned to individuals the first time they are booked into department custody or assigned by other entities.
Booking Arrest Number (BA): Sequential number that is assigned each time a resident is booked into DAJD custody.
Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

A. General Guidelines:
1. Items that shall not be accepted into resident property at intake include, but are not limited to:
   a) Helmets

b) Briefcases, suitcases, and backpacks
c) Laptop computers / Tablets
d) Extra sets of clothing
e) Weapons such as pepper spray and firearms
f) All fixed blade knives
g) All folding knives and cutting instruments with a blade which exceeds 3 inches
h) Perishable items and opened food containers
i) Alcoholic beverages
j) Tobacco in any form, disposable lighters, or matches
k) Flammable liquids
l) Marijuana in any form
m) Electronic Smoking Devices (ESD's) rechargeable and disposable, which include but may not be limited to:
    1) Electronic/E Cigarette
    2) E-Hookah/Hookah Pen
    3) E-Vapor Device/Personal Vaporizer
    4) Vape/Vapor Pen
    5) Vape/Vapor Cigarette

Other questionable items should be brought to the attention of the ITR sergeant for a determination.

2. Folding knives (3 inches or less) shall be:
    a) Separated from other property.
    b) Placed in a small envelope and affix a label sticker which includes first and last name, DOB, UCN or B/A number (if available) and Bag Number. The envelope shall be stamped "knife".
    c) Returned to the resident by the release officer upon their exit from the secured perimeter.
3. Cellular phones shall be:
    a) Turned off.
    b) Placed in a small envelope and affix a label sticker which includes first and last name, DOB, UCN or B/A number (if available) and Bag Number. The envelope shall be stamped "phone".
    c) Returned to the resident by the release officer upon the resident's exit from the secured perimeter.
4. Money or valuables contaminated with bodily or questionable fluids shall be:
    a) Handled while wearing gloves.
    b) Placed in an evidence bag and sealed, after confirming the exact funds.
    c) Marked "bio-hazard", and affix a label sticker which includes Name, UCN (if available) DOB, and Bag Number.
    d) Denote items and their location, ITR safe or bag number on the JMS property inventory and forward sealed bag to the ITR sergeant.
    e) The ITR sergeant shall place the sealed bag in the ITR safe and note the resident's information in the appropriate logbook.
    f) All items shall be returned to the resident upon their release.
5. Clothing and other property that is deemed to be contaminated with lice, other insects, blood, chemicals, etc., shall be:
    a) Handled only while wearing approved gloves.
    b) Placed inside of two sealed plastic bags.

   c) Marked "biohazard" using a permanent marker or sticker.
   d) Notate the infestation or contamination on the JMS property inventory.
6. Residents whose clothing has been tagged "biohazard" shall be provided indigent clothing upon their release. Instruct the resident not to open the sealed plastic bag until they are outside of the facility and advise the resident not to wear the clothing until it can be cleaned.
7. When a lice infestation is discovered, the area may be treated with a pesticide spray; Consultation with Maintenance & Supply, Facilities Management, and Jail Health Services (JHS) is required.
8. For residents arriving in hospital-wear, prison uniforms, paper-suits, or other non-department issued uniforms, indicate "no clothing" on the JMS property inventory. The resident shall be provided indigent clothing upon release.
9. Residents with no clothing in their property or clothing that has been deemed to be contaminated/biohazard due to lice, other insects, bodily fluids, chemicals, etc. may:
   a) Have one set of clothing brought in to be placed in their property for use at release, if they have no clothing in their property.
   b) Have one set of clothing brought in to be exchanged for their contaminated/biohazard booking clothing for use at release.
   c) A completed Money/Property Release Form F-515 shall be completed for this transaction.
   d) If the resident's property contains contaminated/biohazard clothing to be exchanged for clean clothing, instruct the person receiving the clothing that the sealed bag should not be opened until they are outside of the facility and advise them to clean the clothing before being worn.
10. For the property of residents being committed to the Department of Corrections (DOC), handle property following department policy 5.04.001, DOC Transfers.
11. Examples of items to be secured in the sealed bag:
    a) Wallet
    b) Identification cards
    c) Jewelry
    d) Foreign currency
    e) Other small valuable items
    f) Collectable coins
12. All descriptions of items noted in the JMS property inventory shall be of plainly observable characteristics and generic in nature. Examples listed below:
    a) One clear stone
    b) Yellow metal
    c) Black tennis shoes
    d) Black jacket
    e) At no time shall valuables be listed as metal or gemstone type such as "Gold", "Silver", or "Diamond".
13. Staff other than Customer Service Specialists III (CSS III) shall not normally handle inmate cash following department policy 1.02.004, Resident Funds.
14. Resident property, once inventoried by uniformed department staff, may not be released to anyone, other than law enforcement, or by court order, unless the resident authorizes the release.
15. Sealed bags may only be opened with at least two staff members present. All items removed shall be noted and the names and Peoplesoft numbers of both staff present

shall be logged. The remaining items shall be sealed in a new bag marked with the resident's name, B/A or UCN and the date.

16. A Money/Property Release Form (F-515) shall be used as the authorizing document for any removal, exchange or addition to an inmate's property signed by the resident authorizing the transaction.
17. When a Disposition of Property in Storage Form (F-770) is used, the property shall be released or disposed of within 30 days.
18. Records staff, CSS IIIs, Sergeants, current CERT team members and Captains or higher-ranking personnel are the only department employees authorized to enter the property-room.

B. Procedure:

1. Conduct the initial intake following department policy 5.01.001, Intake Procedures.
2. The intake officer shall:
   a) Screen all property upon receipt from the outside agency's transport officer(s).
   b) Oversized items or items listed in A.1 shall not be accepted.
   c) The transport officer(s) shall return oversized items to their department's safe keeping area.
   d) Log all remaining items in the JMS property inventory.
   e) Place all valuables in an evidence bag.
   f) Allow the resident to keep the following clothing until they are issued a jail uniform:
      1) One shirt
      2) One pair of pants, dress, or skirt
      3) One pair of socks
      4) One set of undergarments
      5) Any medically necessary item cleared by JHS and the ITR sergeant following department policy 5.01.001, Intake Procedures.
   g) Place resident's shoes inside a large plastic bag and their other personal affects inside of the blue property bag.
   h) Where applicable, ensure that the following information is entered on the JMS property inventory, Deferral Screening document, Strip Search Record, and on the booking packet:
      1) Name, date of birth, sex, and race of the inmate
      2) Reference number of the evidence/sealed bag (if applicable)
      3) Date and time stamp
      4) UCN or B/A number
      5) Number of the blue property bag
   i) Have the transport officer(s) deliver all cash with the resident's Superform and a copy of the JMS property inventory to the cashier for processing.
   j) Using the JMS property inventory, document all of the resident's personal effects, including the items they are presently wearing. Handle special items, such as cellular phones, knives, or biohazard clothing as set forth in Section A.
   k) If requested by the resident and there are no security concerns about the item, they may retain possession of:
      1) One phone book (non-spiral)
      2) Business cards
      3) Sheets of paper with personal phone numbers listed
      4) Any legal material that may have been on their person at the time of arrest

l) Place the resident's packet in the "booking ready" file holder and accept the Intake in JMS.
m) Book the resident into JMS following department policy 5.02.004, Booking Procedures.
n) Have the resident review and sign the JMS property inventory.
    1) If the resident refuses to sign the JMS property inventory, have another uniformed staff member compare the resident's property with what is noted on the JMS property inventory and write their serial number on the signature line.
o) If safety and security permits, provide the resident with a copy of the JMS property inventory. If safety and security does not permit, place the resident's copy of the JMS property inventory in their property.
p) If safety and security permits, staff shall allow residents, in their presence, to access cellphones and copy down phone numbers from the address book onto a piece of paper. Staff shall not allow residents to delete data from the phone, access the Internet, send text messages or make telephone calls on the cellphone.
q) Write or affix a label containing the resident's UCN or B/A number, and name of the resident on the evidence bag; seal the bag.
r) Complete the booking.
s) Place a copy of the JMS property inventory and insert it into the appropriate pouch on the blue property bag and forward it to the property room.

3. CSS IIIs shall ensure the following:
    a) At intake:
        1) Verify the amount of money presented by the transport officer.
        2) Enter CCS III Peoplesoft numbers and the dollar amount counted onto the JMS property inventory.
        3) Retain a copy of the JMS property inventory and place it with the other shift paperwork for forwarding to the bookkeeper.
        4) Sign the Superform confirming receipt of the resident's cash.
        5) Ask the transport officer(s) to return the forms to Intake.
        6) Collect the blue property bags from Intake at least every hour.
        7) Ensure that the contents of the blue property bag fit securely.
        8) Ensure that the plastic evidence bag is sealed (if it's not sealed, return the bag and its contents to the ITR sergeant).
        9) Ensure that the blue property bags rack location is clearly printed on the property card.
    b) Processing intake for Court Remands:
        1) Attach one wire tag and label utilizing the property labels to the extra property item indicating at a minimum the resident's name and B/A # or UCN are listed.
        2) Store property in designated area separate from the blue property bag.
    c) While the resident is in custody, perform any exchanges, property additions, or property removals that have the appropriate documentation and approval.
        1) Note each transaction in the JMS property record, including the reference number of the authorizing document.
        2) If property is seized for investigative purposes by local law enforcement, document the police agency, name of officer, and case number.
        3) All other property removals require the resident's signature for approval on a Money/Property Release Form (F-515) and two CCS IIIs to witness the removal.

4) Contact lenses must be mailed, using USPS, by a manufacturing company or optometrist office. Attorneys may provide contact lenses to their clients at Reception, through the ITR Sergeant.
5) Eyeglasses may be received from the general public and attorneys at Reception, provided the eyeglasses are intact. All glasses will be inspected. If uniformed staff believe the eyeglasses contain contraband, the eyeglasses will be subject to further search by the ITR Sergeant, to include being disassembled for further inspection. The department is not responsible for possible damage due to disassembly.

d) At Release:
1) Obtain release lists from the release officer. Use the list to retrieve the property of those residents scheduled to be released.
2) Determine the final balance in the resident's trust fund account and produce a receipt for each resident.
3) Release funds up to $500.00 to the resident. Record of the release must be maintained with the resident's signature and date of release.
4) For balances over $500.00, notify the Fiscal Specialist IIIs that a check is needed. The Fiscal Specialist III will issue a check Monday through Friday (Holidays excluded) between the hours of 8:00 am and 3:00 pm.
5) Determine if additional property items are stored in the safe, back of property room, or other location.
6) Give any knives and phones to the release officer.
7) Verify the resident's identity using, but not limited to ID wristband, booking photo and information found on the booking sheet.
8) Allow the resident to examine the property as it is being returned.
9) After the resident has reviewed the contents, require the resident to sign for both property and cash.
10) If items are missing, instruct the resident to list the missing items on the Claim Missing Property line and to sign the form. The CSS III should then sign as indicated. Return the Property Form to the release officer.
11) Inform the release officer of any missing property.
12) Provide a signed copy of the at release JMS property inventory to the release officer.

4. The Release Officer shall:
a) Forward a copy of the list of residents scheduled to be released to a CSS III.
b) Return items requiring special handling. At the Maleng Regional Justice Center (MRJC), escort the resident(s) outside of the secure perimeter. Give the resident(s) their phones, knives or other sharp items. At the King County Correctional Facility (KCCF), escort the resident(s) to the street side of Main Check-In and give them the items listed directly above.
c) File the signed JMS property inventory forms in the booking packet.

C. Property Disposition for Court Remands:

1. All court remands shall be processed following department policy 4.04.001, Court Remand.
2. Individuals remanded from court may have property that will need to be stored. These items shall be bagged and tagged with a copy of the Court Remand, Disposition of Property in Storage Form (F-770).

3. When an individual is remanded to the custody of DAJD, the court detail officers will transport the individual and their property to the jail. Any property not on the resident's person will be noted on the Court Remand Disposition of Property Storage form (F-770). If the items do not comply with the policies above, the resident will be informed that he or she has personal items which do not comply with DAJD property storage guidelines and that any property not picked up within 30 days will be disposed of, donated to charity or sold.

D. Property Disposition for In-Custody Deaths

1. The SIU Sergeants will:
   a. Gather the deceased jail resident's cell property that was not taken by an investigating law enforcement agency.
   b. Gather the deceased jail resident's personal property from the property room.
   c. Inventory the property with at least two (2) staff members present.
   d. Package the property and notify the Director's office that the property is ready to be picked up or mailed to the deceased jail resident's next-of kin/family/family representative.

E. Trial Clothing:

1. The department shall accept up to two (2) sets of civilian clothing for residents in trial without the requirement of a court order which may be exchanged on a weekly basis for up to two (2) new sets of clothing.
2. Clothing allowed to be exchanged includes:
   a. Pants
   b. Suit jackets or blazers
   c. Shirts
   d. Sweaters
   e. Dress socks (solid colored or with designs)
   f. Shoes
3. Trial clothing provided directly by the King County Department of Public Defense, this does not include clothing provided by family members or attorneys, will not to be added to the resident's property inventory.
4. Upon conclusion of the trial, the clothing shall be released from the resident's property with pick up coordinated through the defense attorney, for pick up by their agency or release to a family member.